



HUMAN RESOURCE GENERALIST

Human Resources Division

Recruitment #2006-08-HRC4-3

Are you more interested in your customers' business results than HR processes?

Do your customers "invite you to the table"?

Do you take personal responsibility for your teammates' success?

Then these positions in DNR's Human Resources Division may be for you!

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Human Resource Consultant 4 and Human Resource Consultant 3
Type of Position:	Two permanent full-time positions. These positions are not represented.
Monthly Salary Range:	\$3,908 - \$5,003 and \$3,540 - \$4,531 (<i>as of September 1, 2006</i>)
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	August 11, 2006
Closing Date:	Open until filled. First screening August 28
Location:	Olympia, WA (Thurston County)

POSITION PROFILE

Our HR Generalist positions consult with and provide services to a wide variety of managers and supervisors on complex human resource issues including:

- **Performance Management** (setting standards/expectations, feedback and coaching, recognition and reward, corrective and disciplinary action, performance planning and evaluations, etc.)
- **Organizational Development** (team building, group facilitation, employee feedback, etc)
- **Labor Relations** (grievances administration, union communication, employee/management rights, etc.)
- **Workforce Planning** (classification, establishing qualifications, determining overtime status, etc.)
- **Employee Investigations**
- **Disability Accommodations**

Additionally, the Human Resource Consultant 4 performs as a team lead.

QUALIFICATIONS

The preferred candidates will have:

- A working knowledge of and ability to interpret and apply related statutes, rules, CBA terms, policies, procedures, agency practices, and general theory in each functional area;
- The demonstrated ability to independently provide consultation on complex tactical and strategic issues to clients in each area listed above while:
 - Building partnerships with client managers and supervisors;
 - Aligning human resources with organizational mission, goals, and deliverables; and
 - Providing excellent customer service.
- A talent for creative problem-solving;
- The ability to communicate effectively both verbally and in writing;
- The ability to multitask and work in a fast-paced environment; and
- The ability to work as a team member and/or team lead.

A PHR or SPHR certification is highly desired.

WHO MAY APPLY

This recruitment is open to anyone who meets the qualifications for this position.

APPLICATION PROCESS

To be considered for one of these positions please submit:

- A letter of interest (not more than two pages) describing how your experience and qualifications relate to the job profile and position qualifications.
- A resume.
- An online voluntary [Applicant Profile Questionnaire](#)

The first screening will be based on information contained in your letter of interest and resume.

Submit all materials by the closing date to:

E-mail (preferred method)

dnrrecruiting@wadnr.gov

Please indicate the position #2006-08-HRC4-3 in the subject line of your e-mail.

US Mail

Department of Natural Resources
2006-08-HRC4-3
PO Box 47033
Olympia WA 98504-7033

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

**For more information about the position,
contact Roberta Searles, HR Consultant (360) 902-1350**

**Join our job announcement mailing list
and view all current job opportunities.
Visit: www.dnr.wa.gov/jobs**